



City of Kingman, Arizona

Classification: Equipment Operator B (Water)

Department: Public Works

Accountable To: Water Superintendent

Created/Revised Date: July 2015

FLSA Status: Non-Exempt **Salary Grade:** 206 **Band:** B **EEO4:** 7

GENERAL DESCRIPTION OF POSITION

Performs a variety of semi-skilled tasks in the operation of light to medium duty equipment maintaining street rights of way, drainage easements or other Public Works maintenance activities as assigned. Performs operations according to required standards; and performs semi-skilled and skilled maintenance tasks.

SUPERVISION RECEIVED

Works under the supervision of the department Superintendent, Construction Maintenance Supervisor or designated person.

SUPERVISION EXERCISED

None generally. May supervise temporary employees, community service workers, and DOC Inmate workers as directed, or as assigned by Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Operates trucks or equipment of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.
- Operates trucks and construction or power equipment, such as back-hoe, man-lift, dump truck, and other related departmental equipment.
- Operates jack hammers, weed eaters, and other small equipment and tools to maintain water/wastewater systems.
- Works with other personnel in digging ditches, patching pot holes, hoisting materials, tools, and equipment, other general labor work and any related work with a backhoe or related departmental equipment.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Sets up and removes barricades, lane cones, and warning signs to channel traffic around work crews. Drives truck when traveling to and from job sites. Assists with clean-up operations at accidents, spills and other emergency situations.
- Assists with other divisions and departments in water/utility related activities; assists with Blue Staking; cleans drainage ditches, storm drain pipe and catch basins.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs pre and post trip equipment according to CDL requirements.
- Performs all duties in conformance to appropriate safety and security standards.
- Supervises and leads DOC Inmate Labor as trained and assigned.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.

- May be required to work early mornings, evenings, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES:

- Serves as a ground person for repairs and maintenance of the system.
- Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
- Performs related duties as required.
- Performs special assignments as requested.
- May serve on a variety of employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Graduation from high school diploma or GED equivalent;
- Two (2) years experience involving the use of medium and heavy equipment, one (1) of which must have been related to construction and/or maintenance of pipelines.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge:

Considerable knowledge of heavy-equipment operating principles and traffic laws, ordinances and rules involved in equipment operation; Considerable knowledge of work zone traffic control signing and flagging in accordance with MUTCD standards; Working knowledge of the hazards and safety precautions common to heavy equipment operations; Working knowledge of the methods, materials and tools used in water/wastewater maintenance work and Blue Stake laws and markings.

Skills:

Skill in the care and operation of assigned equipment in a safe and effective manner; Identifying maintenance needs and mechanical problems and correcting or referring for repair; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Preparing and maintaining records; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:

Ability to understand and follow oral or written instructions; Communicate effectively verbally and in writing; Observe and adhere to proper safety precautions; Establish effective, cooperative working relationships with other employees, supervisors and the public; Perform heavy manual tasks under varying weather conditions; Drive and operate a variety of equipment under varying conditions; Work from construction specifications or blueprints; Maintain production schedules and carry out assigned projects to their completion; Meet physical requirements to include performing hard physical work, in adverse weather and environmental conditions; Participate in teamwork productively; Sit, walk and stand for long periods of time; and effectively supervise and lead DOC Inmate Labor Resources.

SPECIAL REQUIREMENTS

- Valid Arizona State operator's license and if required, Arizona Commercial Driver's License at a minimum level of Class B or ability to obtain one within 6 months of hire.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____